



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

September 29, 2016
NOTICE OF JOB VACANCY
#16-222

An opportunity currently exists within the Department of Law and Public Safety, Division of State Police, for current State employees with permanent status in a competitive title who meet the requirements listed below:

TITLE: Clerk Typist 1, Evidence Handling

SALARY: \$30,455.78 - \$42,380.78

LOCATION: Division of State Police
Office of Forensic Sciences
River Road, W. Trenton, NJ 08628-0068

NUMBER OF VACANCIES: Six (6)

DUTIES: Under direction of a supervisory officer performs evidence-handling duties as well as clerical work including typing of reports, documents, and correspondence; does other related duties.

REQUIREMENTS

EXPERIENCE: One (1) year of experience in clerical work including the receipt, verification, recording and storage of evidence.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

If you are interested in the above position, please send a resume with attached cover letter indicating your interest no later than the closing date of October 13, 2016 to:

Teresa Kuntz, Manager 1
Division of State Police
Office of Human Resources
PO Box 7068, W. Trenton, NJ 08628-0068
njsp_resumes@gw.njsp.org

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.